



The Arthur S. Flemming Awards Commission

of
The Downtown Jaycees
of
WASHINGTON, D. C.

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GEORGE M.F. THOMSON
SUITE 336
815 15th STREET, N.W.
WASHINGTON, D.C. 20005
(202) 347-2100

November 28, 1972

Honorable Richard M. Helms
Director
Central Intelligence Agency

Dear Mr. Helms:

The Downtown Chapter of the District of Columbia Jaycees takes great pleasure in announcing the 25th annual Arthur S. Flemming Awards Program to honor the Ten Outstanding Young Men in the Federal Government.

All agencies are invited to submit nominations for the two categories in the Program: scientific and administrative. These categories should be given a sufficiently broad interpretation, so that any qualified employee will be eligible. Specifically, administrative nominees should have demonstrated exceptional capabilities and performance in a field, such as, personnel, labor or law. Primary attention is given to the ability to formulate, organize, coordinate and direct the activities of others. A scientific nominee should have demonstrated exceptional capability and performance in his field, whether by carrying out research, applying technical skills, or by active administration and participation in projects under his supervision.

The nominations close on December 31, 1972. A panel of civic and scientific leaders will screen them to select the ten top nominees in each category. These twenty semi-finalists will then be presented to the Panel of Judges which will select the Ten Outstanding Young Men in the Federal Government for 1972.

The nomination forms have already been distributed to all agencies. A copy of the announcement brochure is enclosed for your information. We hope to receive many nominations from your Agency, and invite your interest and participation in this Program.

Sincerely,

Walter W. Draut
Nominations Chairman

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Twenty-Fifth Annual

ARTHUR S. FLEMMING AWARDS PROGRAM



Honoring

OUTSTANDING YOUNG MEN AND WOMEN IN THE FEDERAL GOVERNMENT

Sponsored by

THE DOWNTOWN JAYCEES
of
WASHINGTON, D. C.
and
METROPOLITAN LIFE INSURANCE COMPANY
NATIONAL SAVINGS AND TRUST COMPANY
POTOMAC ELECTRIC POWER COMPANY

The Downtown Jaycees of Washington, D. C., announces the Twenty-Fifth Annual Arthur S. Flemming Awards Program honoring outstanding young men and women in the Federal Government for 1972.

PURPOSE OF THE ARTHUR S. FLEMMING AWARDS PROGRAM

The purpose of honoring outstanding individuals in the Federal Government each year is fourfold: (1) to recognize those who have performed outstanding and meritorious work for the Federal Government; (2) to attract outstanding persons to the Federal Government; (3) to encourage high standards of performance in the Federal service; and (4) to enhance appreciation of our form of government and the opportunities and responsibilities that it presents.

The United States Civil Service Commission has enthusiastically supported and assisted the Jaycees in the furtherance of this Program.

ELIGIBILITY OF NOMINEES

Any male or female, civilian, officer or employee of the Executive Branch of the United States Government who will not reach his fortieth birthday before January 1, 1973, is eligible for nomination in the Arthur S. Flemming Awards Program. Similar employees of the Library of Congress, the General Accounting Office, Office of the Architect of the Capitol, the Government Printing Office, the Administrative Office of the U.S. Courts, and the Botanic Garden are also eligible. Nominees may include officers or employees in either departmental or field services throughout the world.

Awards will be made principally for outstanding and meritorious performance during the fiscal year which ended on June 30, 1972.

BASIS OF AWARDS

The following general criteria will be considered in evaluating nominations:

(a) *Specific Accomplishment.* A specific accomplishment, for which the nominee is primarily responsible, resulting in a material improvement in service, a substantial financial savings or significant social or technological progress. One or more nominees may be submitted if such nominees were equally responsible for the accomplishment.

(b) *General Accomplishment.* Outstanding executive, scientific or technical ability or outstanding performance evidenced by the nominee, even though such ability or performance is not necessarily connected with or related to a specific accomplishment or project.

Specific examples and details must support each nomination. Supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions.

DEPARTMENT OR AGENCY ACTION

Each department or agency may submit an unlimited number of nominations. For the purpose of this Program, the Military Departments of the Department of Defense, and the Office of the Secretary of Defense, will be considered as separate departments.

Announcements of this Program and Nomination Forms will be sent to the heads of each department and agency of the Federal Government. Implementation of the Program to sub-departments, services, offices and bureaus, including field activities, is the responsibility of each department or agency.

Nominations must be submitted by and have the approval of the head of the department or agency concerned.

FORM OF NOMINATION

Each nomination must be submitted on an official "Nomination Form". Administrative nominees should have demonstrated exceptional ability in administration in any field, such as, personnel, labor or law. A scientific nominee should have demonstrated exceptional ability and performance in his field either by carrying out research, by applying technical skills, or by active administration and participation in projects under his supervision. No more than two reprints can be attached. Bulkier material may be referenced. Administrative nominees will be judged by civic administrators; scientific nominees by University scientists.

Only one copy of a completed Nomination Form is required for each nominee. Six copies of a recent photograph of the nominee must accompany each Nomination Form.

Nominations should be sent to Walter W. Draut, c/o Elmer Fox & Co., C.P.A.'s, 540 Investment Bldg., 1511 K St., N.W., Washington, D.C. 20005.

Nominations must be received by the Commission not later than December 31, 1972.

GENERAL INFORMATION

Ten separate awards will be made. Five awards will be made in scientific or technical fields, and five in administrative or executive fields.

Winners of the awards will be chosen by a panel of distinguished, nationally prominent judges. Each award winner will receive a suitably engraved award. Awards will be presented at the Arthur S. Flemming Awards Luncheon in Washington, D.C. on March 1, 1973.

THE ARTHUR S. FLEMMING AWARDS COMMISSION

of

THE DOWNTOWN JAYCEES

of

WASHINGTON, D. C.

GEORGE M. F. THOMSON, *General Chairman*

JOHN R. TYDINGS, *Commission Chairman*

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NICHOLAS D. WARD

RICHARD BRENGEL, *Commission Advisor*

Copies available

GEORGE M. F. THOMSON, General Chairman
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